Approved For Release 2006/04/13 : CIA-RDP72-00039R000100210002-4

MEMORANDUM FOR: Director of Communications

Director of Finance Director of Logistics

Director of Medical Services

Director of Personnel Director of Training

SUBJECT

: Use of Federal Records Centers for Agency Records

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1. Recently I asked the Director of Security to reexamine Agency policy on the use of Federal Records Centers for the permanent storage of Agency inactive records. The Security survey encompassed a detailed review of the physical security conditions and secure handling procedures at the Washington National Records Center (WNRC) in Suitland

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2. I intend to lend my full support toward obtaining the Director's approval of the significant changes in Agency policy this recommendation entails. As a first step I shall, within the next two weeks, brief the Executive Director-Comptroller on this proposal seeking his concurrence and acceptance. As a part of this briefing, I wish to emphasize that our Directorate is taking immediate steps to transfer certain collections of Support records for storage at WNRC. Upon approval of the Director, these collections will be the first transferred.

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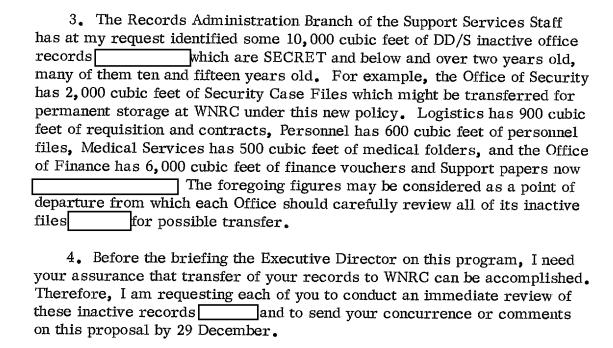
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R. L. Bannerman
Deputy Director
for Support

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FORM NO .241

REPLACES FORM 36-8 WHICH MAY BE USED. FORM NO .241

REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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3. The Records Administration Branch of the Support Services Staff
has at my request identified some 10,000 cubic feet of DD/S inactive office
records which are SECRET and below and over two years old,
many of them ten and fifteen years old. For example, the Office of Security
has 2,000 cubic feet of Security Case Files which might be transferred for
permanent storage at WNRC under this new policy. Logistics has 900 cubic
feet of requisition and contracts, Personnel has 600 cubic feet of personnel
files, Medical Services has 500 cubic feet of medical folders, and the Office
of Finance has 6,000 cubic feet of finance vouchers and Support papers now
The foregoing figures may be considered as a point of
departure from which each Office should carefully review all of its inactive
files for possible transfer.
A Refere the briefing the Evenutive Divestor or this program I need
4. Before the briefing the Executive Director on this program, I need
your assurance that transfer of your records to WNRC can be accomplished.
Therefore, I am requesting each of you to conduct an immediate review of
these inactive records and to send your concurrence or comments
on this proposal by 29 December.

R. L. Bannerman
Deputy Director
for Support

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